

MINUTES  
JOINT SESSION  
HAMILTON COUNTY BOARD OF COMMISSIONERS  
AND  
HAMILTON COUNTY COUNCIL

MAY 6, 2009

The Hamilton County Board of Commissioners and Hamilton County Council met at 5:00 p.m. on Wednesday, May 6, 2009 at the Hamilton County Jail, 18100 Cumberland Road, Noblesville, Indiana.

Commissioner President Holt opened the Commissioners meeting and declared a quorum present of Commissioner Christine Altman and Commissioner Steven A. Holt. Commissioner Steven C. Dillinger was absent.

Council President Levine opened the County Council meeting. Auditor Dawn Coverdale called roll and declared a quorum present of Councilor Brad Beaver, Councilor Jim Belden, Councilor Meredith Carter, Councilor John Hiatt, Councilor Judy Levine and Councilor Steve Schwartz. Councilor Rick McKinney was absent.

Sheriff Carter, Dan Stevens and Eddie Moore reported on Jail overcrowding and employee overtime. Carter informed the group that there will be a shortfall in overtime and part time money in June. Carter has met with the Mayors and will be meeting with the police chiefs. The Judges have been very cooperative.

**Jail Overcrowding**

First steps in alleviating jail overcrowding include:

- Developing satisfactory alternatives for class D felons and misdemeanants can impact a group of inmates that consume 49% of our available jail bed space.
- If the female inmates are moved out of the current jail and house them in the Jail Annex it is guaranteed to free up 16% of available jail bed space.

The Sheriff's staff will be developing manpower and cost projects for both of these options.

**Jail Employee Overtime**

Jail staff has or will take the following steps to manage the personnel budget:

- Use of Overtime Vouchers/Time Sheets
  - a. Jail is implementing an overtime vouchers system to be used by both full and part time staff. This will document the reason for hours worked beyond normal work schedule for full time officers and any hours worked for part time officers. There is no current method to produce this information.
  - b. Patrol uses an overtime sheet that is submitted to the supervisors.
  - c. Will recommend a tracking method for all other personnel who don't currently document extra hours worked.
- Regular review of hours worked
  - a. Kronos allows the supervisor to check an employee's accumulated work hours at any point during the work period.
  - b. Will recommend policy development that defines expectations of supervisors for monitoring and controlling extra hours worked whenever possible.
- Identify the 24/7 work posts
  - a. Review all positions and identify those work posts that must be manned if the employee assigned to that post were absent. Develop a plan for filling that post in the most efficient method possible.

Shortfalls in the Sheriff and Jail budgets and possibly part time will occur before the end of the year. While implementing the administrative changes mentioned above will help better understand and manage work hours, this is still a 24/7 public safety operation and certain functions cannot shut down when someone calls in sick or goes on vacation, or an unforeseen incident happens that requires extra resources or lengthy man hours to resolve. The Sheriff has committed to restrain the optional use of overtime and part time and to fill the budgetary gaps with department initiated funding sources whenever possible.

The Sheriff will report monthly to the Council and Commissioners regarding the status of overtime and part time.

Sheriff Carter led the group on a tour of the Jail.

Meeting adjourned at 6:40 p.m.

**Others Present**

Robin Mills, Chief Deputy Auditor  
Fred Swift, Administrative Assistant to Commissioners  
Sheena Randall, Human Resources Director  
Jeanette Kassebaum, Council Attorney  
Ralph Watson, Community Corrections Director  
Doug Carter, Sheriff  
Mark Bowen, Sheriff's Department  
Dan Stevens, Sheriff's Department  
Eddie Moore, Sheriff's Department  
Kim Rauch, Administrative Assistant to Auditor

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ATTEST

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Dawn Coverdale, Auditor

APPROVED  
HAMILTON COUNTY COUNCIL

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ATTEST

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